

**CITY OF LOMA LINDA  
COMMUNITY DEVELOPMENT DEPARTMENT  
SMALL PROJECT APPLICATION**

|                          |                                 |
|--------------------------|---------------------------------|
| Date: _____              | Small Project Application _____ |
| Receipt # _____          | Single Family Residence _____   |
| Application Fee _____    | Minor Deviation _____           |
| DCA _____                | Other _____                     |
| Environmental Fee: _____ | Film Permit _____               |

**FOR OFFICE USE ONLY**

*All application forms must be typed or printed in ink. All questions or lines which are not applicable to a particular application must be noted as "Not Applicable" or N/A. Incomplete applications will not be accepted for filing. Before filing an application for any development project with the City of Loma Linda, make an appointment with a Planner, so that any potential concerns can be identified and resolved (if possible).*

**SECTION 1**

**1. Describe Proposed Project**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Interested Parties**

Applicant (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Engineer/Representative (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Owner of Record (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(For Parcel Map and Tentative Tract)

Subdivider (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

---

**Small Project Application**

## SECTION 2:

3. Assessor Parcel Number(s): \_\_\_\_\_

4. Parcel size(s): \_\_\_\_\_

5. General Location of Project Site: \_\_\_\_\_

\_\_\_\_\_

**A legal description of the site must be attached in the form of a Preliminary Title Report (dated within 30 days of the submittal).**

**Attach a copy of deed restrictions or CC&R's which apply to the property involved.**

6. When did the present owner of record acquire the property? \_\_\_\_\_

7. General Plan Designation

Existing: \_\_\_\_\_ Proposed (for zone change only): \_\_\_\_\_

8. Zone Designation

Existing: \_\_\_\_\_ Proposed (for zone change only): \_\_\_\_\_

9. Current use(s) on site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Proposed use(s) on site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Describe adjacent land uses

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

## SECTION 3 (For Single Family Residence Application)

12. Domestic water source: \_\_\_\_\_

13. Sewage (method of disposal): \_\_\_\_\_

14. Is any grading proposed? YES:\_\_\_\_ NO:\_\_\_\_

15. Are private streets proposed? YES:\_\_\_\_ NO:\_\_\_\_

---

**Small Project Application**

## SECTION 4: (For Minor Deviations)

### Findings

*Provide the following information. This information is in addition to those items already listed. Answer must be complete. Attach additional sheets if necessary.*

*In order to approve your Variance and/or Conditional Use Permit application, the City Council must make certain findings required by law. On a separate sheet, or on the lined space below, indicate how the following findings can be met.*

1. That there are exceptional circumstances applicable to the property involved which do not generally apply to other property in the same district.

---

---

---

---

---

2. That the granting of such Minor Deviation would not be detrimental to the public welfare or injurious to property in the vicinity.

---

---

---

---

---

3. That the strict applications of the regulation sought to be modified would result in practical difficulties or hardships inconsistent for the attainment of the Municipal code.

---

---

---

---

---

4. That the granting of such Minor Deviation will be consistent with the General Plan.

---

---

---

---

---

## SECTION 5

### Signature

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

Name of Applicant

Name of Representative

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Name of Owner

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

**NOTE:** Payment of filing fees is not deemed as acceptance of an application. The Applicant will be notified in writing, within 30 days, by Staff on the project status. If this application is incomplete in any detail or in part, you will be required to submit additional information, which may delay your project. An application is not officially filed for any time limits established by the Subdivision Map Act, the California Environmental Quality Act, or City Ordinances until such time as all necessary information, plans and maps have been submitted, all fees have been paid, and you have been notified that your application has been accepted as complete.

If the applicant is not the owner of record then a notarized letter authorizing the applicant to represent the owner(s) must be submitted. The owner(s) must sign their name as it appears on the deed to the land. All owners of record must sign the letter and the application.

# ENVIRONMENTAL INFORMATION FORM

Date: \_\_\_\_\_

Project #: \_\_\_\_\_

Indicate the project identification number for the project to which this form pertains.

## GENERAL INFORMATION

1. Building square footage.

---

2. Number of floors of construction.

---

3. Amount of off-street parking provided.

---

4. Proposed scheduling.

---

5. Associated projects.

---

6. Anticipated incremental development.

---

---

---

---

---

---

---

---

---

---

7. If residential, include the number of units, schedule of unit sizes, range of prices or rents, and type of household size expected (if more room is needed attach a supplemental sheet): \_\_\_\_\_

8. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities: \_\_\_\_\_

9. If industrial, indicate the type, estimated employment per shift, and loading facilities: \_\_\_\_\_

10. If institutional, indicate the major function, estimate employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project. \_\_\_\_\_

11. If the project involves a variance, conditional use permit or rezoning application, state clearly this and indicate clearly why the application is required. \_\_\_\_\_

12. Are the following items applicable to the project or its effect? Discuss on the attached sheet all items checked yes.

|  | YES | NO |
|--|-----|----|
| Change in existing features of any bays, tidelands, beaches, hills, or substantial alteration of ground contours.    |     |    |
| Change in scenic views or vistas from existing residential areas or public lands or roads.                           |     |    |
| Change in pattern, scale, or character of general area of project.   |     |    |
| Significant amounts of solid waste or litter.  |     |    |
| Change in dust, ash, smoke, fumes or odors in vicinity.  |     |    |
| Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. |     |    |
| Substantial change in existing noise or vibration in the vicinity.   |     |    |
| Site on filled land or on slope of 10 percent or more.   |     |    |
| Use of disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.             |     |    |
| Substantial change in demand for municipal services (police, fire, water, sewage, etc.).                             |     |    |
| Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).                                |     |    |
| Relationship to a large project or series of projects.   |     |    |

## ENVIRONMENTAL SETTING

13. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structure(s) on the site, and the use of the structure(s), attach photographs of the site, Snapshots or digital photos will be accepted. (If more space is needed, please attach an additional sheet labeled ENV 10)\_\_\_\_\_

---

---

---

---

---

---

---

14. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single family residence, apartment, shops, department stores, etc.) and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity, snapshots or digital photos will be accepted. \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
For

## AGENT AUTHORIZATION LETTER

Note: This is to be used as a guideline, not an agent letter.

Date \_\_\_\_\_

I, (Owner's name), as owner of Assessors Parcel Number(s) \_\_\_\_\_

located at: (address) \_\_\_\_\_

hereby give my consent to (name, address, and phone number) to act as my Agent on behalf of (project(s) description).

Name and Signature of Owner

Address

Phone Number

Name and Signature of Agent

Address

Phone Number

**LETTER MUST BE NOTARIZED**



# SMALL PROJECT APPLICATION CHECKLIST

## FORMS

- ☐1 APPLICATION FORM: must be completed and signed by applicant and/or property owner(s).
- ☐2 ENVIRONMENTAL FORM: must be signed by applicant.
- ☐3 FINDINGS FORM FOR MINOR DEVIATION( if applicable): A completed set of findings must be attached to the application.
- ☐4 AGENT AUTHORIZATION FORM (if applicable)

## REQUIRED PLANS (10 SETS OF PLANS)

- ☐5 COLOR AND MATERIALS BOARD: This material will be used for the presentation at the City Council and Planning Commission meetings.
- ☐6 PLOT PLANS: 8 1/2" x 11" Plot Plans shall be distributed to the Administrative Review Committee Members for their review and comment, and shall include all information required by the Plot Plan Checklist (attached)
- ☐7 PLANS AND/OR TENTATIVE MAPS FOLDED AS A SET AND STAPLED.  
The set shall include the following:
  - 1. Plot Plans. The plot plans shall be drawn neatly and accurately to scale, not smaller than one (1) inch equals 100 feet( see plot plan checklist). The Tentative Map shall include lot pad location, elevation, and driveways connecting pads to the roadway system. A preliminary grading plan for all grading is required at one, or two foot contour intervals. (See Plot Plan Checklist)
  - 2. Building Elevation. Elevations of all sides of all proposed structures, including all exterior architectural detailing, color schedules, roof lines and types of surface materials used.
  - 3. Floor Plans.
- ☐8 CONCEPTUAL LANDSCAPE PLANS: Plans must show quantity, size, location and species of all proposed plants and indicate method of irrigation with a permanent automatic system. To encourage the use of licensed Landscape Architects for the preparation of Landscape Plans, The City allows the project Landscape Architect to inspect and certify planted material in lieu of a plan check fee. Irrigation Plans will be checked as part of the building plan and must be included in the building working drawings. The City has adopted standard specification for irrigation system.

☐ 9 **REDUCED SIZE PLANS (8½" x 11")**: One copy of each plan submitted, including but not limited to plot plan, floor plans, elevations, landscape plans, preliminary grading plans, conceptual landscape plans, sign plans, etc.

☐ 10 **SIGN PLAN (if applicable)**: Sign plans to include a plot plan showing the proposed location of all freestanding signs, and the location and size of proposed signage on building elevations. For each proposed sign, indicate size, elevation above final grade, color(s), type, material(s) and method of illumination.

The sign plan shall also include the location, size and elevations (including color(s) and material(s)) of all signs and structures existing on the premises at the time of the proposed project. If the site is undeveloped or to be cleared, a written statement indicating this will suffice. Exceptions to the Code may be requested as part of the plan approval.

The sign plan shall be in compliance with the Loma Linda Municipal Code. Sign criteria for your zone may be obtained through the Community Development Department.

## **OTHER REQUIRED ITEMS**

☐ 10 **PROPERTY OWNERS LIST, 300 Foot Radius Map, and Property Owners Certification**: Type the Assessor Parcel Number, and the name(s) and address of each property owner within 300 feet from the exterior limits of the parcel on three sets of gummed labels which are 1' x 2 3/4" in size (see exhibit A). Provide a xeroxed copy of gummed labeled sheet(s). The Assessor's Parcel Number(s) can be obtained at the County Assessor's Office, Hall of Records, 172 W. 3rd Street, San Bernardino, for a fee. You must also provide three complete sets of gummed labels for all involved parties that need to be notified for public hearing (applicant, architect, and property owner).

☐ 11 **PRELIMINARY TITLE REPORT**: To be dated within 30 days of the submittal of the application.

# PLOT PLAN CHECKLIST

The following items shall be shown and labeled on the submitted plot plan. Distinguish between existing (dashed lines) and proposed (solid lines) and show sufficient dimensions to define all items. Plans must be drawn to scale unless noted otherwise by the Community Development Department.

1. Property line and dimensions.
2. North arrow, scale and date.
3. Location or vicinity map.
4. Existing and proposed building and structure footprints, including loading zones.
5. Dimension and nature of all easements.
6. Frontage streets: name, centerline, curb line, right-of-way, street widths, improvements and utility poles. (Proposed grades of streets if applicable)
7. Location of water/sewer lines.
8. Location of fire hydrants.
9. Setback and yard distances and spaces between building and/or spaces between property lines and buildings.
10. Detailed plan of landscaping showing the location, dimensions of landscaped areas.
11. Driveways: show (A) all points of ingress and egress; (B) direction of ingress and egress; and (C) conflict points such as other driveways, streets or alleyways within 300 feet of proposed driveways (this can be on a separate plan).
12. Parking layout showing sizes and location of each stall, back out area and driving aisles (indicate required parking).
13. Handicapped ramps, parking, signs and pavement markings.
14. Concrete header separating all paved vehicular areas from landscaping.
15. Sidewalks and interior walks including ramps and curb ramps.
16. Location, height and composition of walls and fences.
17. Location of refuse containers.
18. Location and method of lighting.
19. Printed name, address, registration number and phone number of engineer/architect.
20. Title block listing related case numbers.
21. Existing contours (2 foot intervals) for projects site and adjacent topography within fifteen feet of the perimeter of the project site. Please note the effect of the proposed grading will have on adjacent properties.
22. Proposed final grades shall be clearly shown and designated on plans along with cut and fill slopes. Slopes shall be clearly designated on plans and shall not exceed 2:1 unless approved.
23. Show detail of any on-site walls and cribbing.
24. Assessor's parcel Number(s), legal description and project address.
25. Existing and proposed zoning and General Plan designations.
26. Square footage or gross and net acreage of property.
27. Square footage of building and/or addition.
28. Lot coverage (%).
29. Square footage of landscaping: existing and proposed, and percent of landscaping.
30. Building occupancy.
31. Square footage of seating area or number of seats provided (if applicable).
32. Construction type.